

State of Rhode Island
Department of Administration

INTER-OFFICE MEMORANDUM

Office of Accounts and Control

TO: Chief Financial Officers
Chief Payroll Officers

DATE: October 22, 2014

FROM: Louise M. Anderson-Sawtelle
Associate Controller - Operations

SUBJECT: DUE DATES FOR A-51 FORMS (Personal Usage of State Vehicles)
CFO 15-02

Form A-51 (Annual Statement of Personal Usage for State Vehicles) must be completed, signed, dated, and submitted by each employee to whom a vehicle is **assigned**. This does not pertain to "pooled" vehicles that have no reportable employee personal mileage. The employee must return one copy of his/her completed A-51 form to his/her department/agency payroll office **on or before November 7, 2014**.

These A-51 forms are for Payroll use only; employees will still need to complete the on-line forms for the State Fleet Office.

It is the agency's responsibility to ensure that all employees submit Form A-51 if they are required to do so. Employees who are assigned a vehicle, but have no personal mileage to claim, are still required to complete a form showing there is no personal use of the vehicle, and therefore no taxable benefit.

Your department/agency payroll office will review each form for accuracy and to ensure all appropriate account numbers are correct. They will forward one copy of the A-51 form to the Office of Accounts and Control, Central Payroll Department, One Capitol Hill, Providence, RI 02908-5883 **on or before November 14, 2014**. They can make and retain one copy for their files. The taxable fringe benefit amount, as reported on the completed A-51 form, will be entered on the Payroll Master File and will be reported in the "fringe benefit" column of the Payroll Attendance Report by the Office of Accounts and Control **during the payroll periods beginning November 15, 2014 and ending December 13, 2014**.

For employees filing Form A51A (Vehicle Cents-Per-Mile Method), please remember to include the vehicle's fair market value (FMV). For 2014, this method can only be used for cars with FMV less than \$16,000 and for trucks or vans with FMV less than \$17,300. Any vehicle exceeding these amounts must be reported on Form A51B (Annual Lease Value Method).

The IRS approved vehicle cents per mile rates to be used for the Vehicle Cents-Per-Mile Method are: \$0.565 for the period November 1, 2013 to December 31, 2013; \$0.56 for the period January 1, 2014 to October 31, 2014.

For employees filing Form A51C (Commuting Valuation Method, aka \$3/day), the following requirements must be met:

- these employees must not be elected officials
- for 2014, the employee's total compensation must not exceed \$147,200
- commuting must be the employee's only personal vehicle usage (if there is personal mileage on the vehicle(s) other than commuting, it must be tracked)

If any of these three requirements are not met, the employee is not eligible to use the Commuting Valuation Method. They must use either Form A51A Vehicle Cents-Per-Mile Method, if allowable, or Form A51B Annual Lease Value Method.

Policy A-51 and all of the reporting forms are available at the Office of Accounts and Control website: <http://controller.admin.ri.gov>